

**DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY**

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Employee Assistance Programs

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It is the policy of the Department of Transportation to offer appropriate prevention, treatment and rehabilitation programs and services for all civilian employees in the Department with drug and/or alcohol abuse, emotional, financial, marital, family or legal problems. To this end, each operating administration shall establish one or more Employee Assistance Programs (EAP) to ensure that each civilian employee in the operating administration has access to an EAP. At sites where it is not feasible to establish a continuing EAP, operating administrations must arrange for employee access on a "needs" basis to services of established EAPs in other locations or to comparable local resources.

EAPs offered in the Department shall provide for diagnosis, counseling, and referral to outside treatment, as required, for employee alcohol and/or drug abuse, and for emotional, financial, marital, family and legal problems. Counseling services under these programs also shall include diagnosis, counseling and referral to a rehabilitation/abatement program for employees using illegal drugs as required by Order DOT 3910.1, "Drug-Free Departmental Workplace," and Executive Order 12564, "Drug-Free Federal Workplace."

EAPs may be one of four specific types: a single agency in-house program using agency personnel, a single agency program using an outside contractor, a cooperative interagency program (consortium) through a multi-agency contract, or an agreement with another Federal agency, state or local government to utilize their program. The type of program which would be most effective will be influenced by many variables, such as the size and geographical dispersion of the employee population to be served, the availability of local treatment facilities, funding availability, etc.


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Therefore, selection of the type(s) of EAPs to be provided for employees is left to the discretion of each operating administration. However, whichever program(s) is chosen, it must be ensured that there are a sufficient number of qualified counselors so that employees who need EAP services can obtain counseling in a timely manner.

As required by DPM Chapter 792, Subchapter 6-3, each operating administration shall have an official policy statement advising employees of top management support for the EAP. This statement shall be distributed to all employees. If such a statement has not yet been issued, it shall be issued as soon as possible. Copies of all policy statements issued shall be provided to the Departmental Office of Personnel, Attention M-17. In addition, employees shall be notified in writing of the name, location and telephone number of the specific EAP available to them, a description of the counseling services that are available through that EAP, and the procedures employees must follow to secure counseling. This notification may be accomplished as a part of the policy statement or as a separate issuance.


Director of Personnel